

CLEANER – JOB DESCRIPTION



POST	School Cleaner
SALARY	Grade 1
DIRECTORATE	People Directorate
LOCATION	Hollyfast Primary School
DURATION	Permanent - part time contract term time only plus 5 staff training days and 5 days holiday cover agreed based on the organisational needs of the school

Purpose of the Job

- To be responsible to the Head Teacher and the Governing body as an effective member of the school's staff team.
- To be responsible for securing the safety, welfare and good conduct of pupils in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, SLT and Site Services Officer.
- To report directly to the Senior Cleaner and Site Services Officer.
- To carry out the cleaning of the school buildings and ensure a high standard of cleaning of the school building on a daily basis.
- To ensure confidentiality is maintained at all times.

Main Duties and Responsibilities

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Emptying rubbish bins.
- Polishing and dusting of the designated areas, (may include toilets and shower areas).
- Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Monitor supplies of cleaning materials and equipment, alerting the SSO of what will be required to assist in the maintenance of stock levels.
- Ensure facilities such as toilets and bathrooms are cleaned and checked so that they are maintained to a high standard and equipped with appropriate toiletries and sanitary products.
- Liaise with SSO reporting any defects in a timely manner.
- Monitor equipment and ensure it is clean and fit for purpose (cloths, dusters and mop heads), alerting SSO for replacements of stock as required.
- Maintain awareness of and work within budgets for staff and equipment.
- Understand the needs and build relationships with all school staff, promoting the good reputation of the Schools Cleaning Service.
- In liaison with the Site Service Manager, understand and follow security procedures, locking up when work is completed and reporting any breaches in security.
- Any other duties and responsibilities within the range of the salary grade.

Risk Management

- Follow all Health and Safety procedures and policy, ensuring that support is provided was necessary to the practices within school.
- Ensure that all matters with regard to Health and Safety practices are related to the SSO, School Business Manager or Headteacher as necessary to ensure the safe practice within School.

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Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.
- All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- Any other duties and responsibilities within the range and salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

CLEANER – JOB SPECIFICATION



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KNOWLEDGE

- Knowledge of cleaning operations.
- Experience of working in a school environment.
- Awareness of Child Protection.
- Knowledge of relevant Health & Safety issues.
- Understanding of the boundaries of confidentiality.

SKILLS & ABILITIES

- Able to clean to a required standard.
- Able to understand and respond to verbal instructions.
- Ability to learn to read and write for the purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets, etc.
- Able to lift and move cleaning equipment and furniture, eg. Floor polishers; vacuum cleaners, etc.
- Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift.
- Able to work unsupervised.
- Ability to work on own initiative as well as part of a team
- Able to communicate effectively to receive and pass on information and instructions.
- Able to engage and show flexibility in carrying out work in light of changing school needs.
- Ability to work within time constraints and prioritise tasks according to the needs of the school.
- Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.
- Good understanding of Health and Safety standards.
- Ability to provide training and guidance to staff on standards, in particular COSHH.
- Ability to undertake patterns of work as determined by the school.
- Punctual and able to fulfil duties in a responsible manner.

EXPERIENCE

- Previous experience of school cleaning procedures and expectations.

EDUCATIONAL

- Certificates, qualifications or training in relevant Health and Safety, first aid, infection control and manual handling procedures.
- A willingness to participate in in-service training and professional development.

SPECIAL REQUIREMENTS

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).